



## **Town of Garrett Park**

Incorporated 1898

To: Mayor and Town Council  
From: Gene Swearingen  
Subject: Monthly Manager's Report  
Date: October 8, 2018

### **Financial Report**

Capital and Operating budgets are at expected levels; total revenues and expenses are within projections. Below is information regarding several expense line items that are above projections.

11.4 - Professional Fees. The cost of the Manager search, the use of legal services and additional hours by our accountant related to the audit are all included. This line item may need to be adjusted with the mid-year budget amendment.

11.5 - Insurance. Annual premiums for our LGIT coverages which are paid at the beginning of the fiscal year.

11.6 - External Organization. Up front dues for Town membership organizations including MML and others.

11.7 - Town Admin. - Other. The annual cost of website support by Vision Internet. The cost is \$384.00 higher than budgeted. There will be no additional charges to this line item.

### **New Building Permits**

No new permits were issued in September.

**TOWN OF GARRETT PARK**  
**Financial Report**

**September 2018 Monthly**

REVENUES	FY 2018			FY 2019		
	EOY ACTUAL	September	% Actual	BUDGET	September	% BUDGET
						<b>TARGET % 25.0%</b>
<b>1.0 Prior Year Carryover</b>	<b>\$157,862</b>	<b>\$157,862</b>		<b>\$60,000</b>	<b>\$192,492</b>	<b>320.8%</b>
<b><u>Receipts</u></b>						
<b>2.0 - Taxes &amp; Fees</b>	<b>\$1,033,284</b>	<b>\$87,723</b>	<b>8.5%</b>	<b>\$836,000</b>	<b>\$114,402</b>	<b>13.7%</b>
<b>2.1-- Local Property Taxes</b>	<b>\$570,968</b>	<b>\$42,339</b>	<b>7.4%</b>	<b>\$520,000</b>	<b>\$65,678</b>	<b>12.6%</b>
2.1.1 -- Real Property Taxes	\$554,728	\$42,118	7.6%	\$505,000	\$65,121	12.9%
2.1.2 -- Personal Property Taxes	\$15,017	\$171	1.1%	\$13,500	\$368	2.7%
2.1.3 -- Penalties & Interest	\$1,219	\$50	4.1%	\$1,000	\$50	5.0%
2.1.4 -- Homestead Tax Credit	\$4	\$0	0.0%	\$500	\$139	27.9%
<b>2.2 -- Local Income Taxes</b>	<b>\$445,901</b>	<b>\$41,015</b>	<b>9.2%</b>	<b>\$300,000</b>	<b>\$44,666</b>	<b>14.9%</b>
<b>2.3 -- Other Local Taxes</b>	<b>\$0</b>	<b>\$0</b>		<b>\$0</b>	<b>\$0</b>	
<b>2.4 -- Licenses and Permits</b>	<b>\$16,415</b>	<b>\$4,369</b>	<b>26.6%</b>	<b>\$16,000</b>	<b>\$4,058</b>	<b>25.4%</b>
<b>3.0 - Intergovernmental Receipts</b>	<b>\$132,985</b>	<b>\$75,499</b>	<b>56.8%</b>	<b>\$113,500</b>	<b>\$77,342</b>	<b>68.1%</b>
3.1 -- From State of Maryland	\$32,973	\$1,960	5.9%	\$33,500	\$28,998	86.6%
3.2 -- From Montgomery County	\$100,012	\$73,539	73.5%	\$80,000	\$48,344	60.4%
<b>4.0 -- Municipal Refuse Collection</b>	<b>\$120,626</b>	<b>\$9,590</b>	<b>8.0%</b>	<b>\$119,000</b>	<b>\$17,561</b>	<b>14.8%</b>
<b>5.0 - Miscellaneous Receipts</b>	<b>\$163,342</b>	<b>\$41,282</b>	<b>25.3%</b>	<b>\$166,500</b>	<b>\$43,529</b>	<b>26.1%</b>
<b>5.1 - Investment Earnings</b>	<b>\$3,042</b>	<b>\$747</b>	<b>24.6%</b>	<b>\$2,000</b>	<b>\$1,128</b>	<b>56.4%</b>
<b>5.2 -- Rents and Concessions</b>	<b>\$155,638</b>	<b>\$40,535</b>	<b>26.0%</b>	<b>\$163,500</b>	<b>\$42,401</b>	<b>25.9%</b>
5.2.1 -- Town Hall Rents	\$21,080	\$5,080	24.1%	\$25,000	\$4,865	19.5%
5.2.2 -- Penn Place Rents	\$130,466	\$31,363	24.0%	\$134,000	\$33,035	24.7%
5.2.3 -- Swimming Pool Assoc.	\$4,092	\$4,092	100.0%	\$4,500	\$4,501	100.0%
<b>5.3 - Restricted Contributions</b>	<b>\$4,065</b>	<b>\$0</b>	<b>0.0%</b>	<b>\$0</b>	<b>\$0</b>	<b>0.0%</b>
5.3.1 -- Archives Donations	\$0	\$0	0.0%	\$0	\$0	0.0%
5.3.2 -- Bench Donations	\$1,295	\$0	0.0%	\$0	\$0	0.0%
5.3.3 -- Tree Donations	\$0	\$0	0.0%	\$0	\$0	0.0%
5.3.4 -- Gifts to Sanitation Crew	\$2,770	\$0	0.0%	\$0	\$0	0.0%
<b>5.4 -- Other Receipts</b>	<b>\$597</b>	<b>\$0</b>	<b>0.0%</b>	<b>\$1,000</b>	<b>\$0</b>	<b>0.0%</b>
<b>Total FY 16 Receipts:</b>	<b>\$1,450,237</b>	<b>\$214,094</b>	<b>14.8%</b>	<b>\$1,235,000</b>	<b>\$252,834</b>	<b>20.5%</b>
<b>TOTAL Receipts</b>	<b>\$1,608,099</b>	<b>\$371,956</b>		<b>\$1,295,000</b>	<b>\$445,326</b>	<b>34.4%</b>
<b>6.0 -- From Reserves</b>	<b>\$3,643</b>	<b>\$8,162</b>	<b>224.0%</b>	<b>\$92</b>	<b>\$92</b>	
<b>Total Revenues:</b>	<b>\$1,611,742</b>	<b>\$380,118</b>		<b>\$1,295,092</b>	<b>\$445,418</b>	<b>34.4%</b>

**TOWN OF GARRETT PARK**  
**Monthly Financial Report**

**TOWN OF GARRETT PARK**  
**Financial Report**

**September 2018 Monthly**

OPERATING EXPENSES	FY 2018			FY 2019		
	EOY ACTUAL	September	% Actual	BUDGET	September	% BUDGET
						Target % 25.0%
<b>10.0 - Personnel</b>	<b>\$388,347</b>	<b>\$86,863</b>	<b>22.4%</b>	<b>\$478,300</b>	<b>\$95,638</b>	<b>20.0%</b>
10.1 -- Salaries	\$292,261	\$67,445	23.1%	\$360,000	\$69,466	19.3%
10.2 -- Overtime	\$8,471	\$648	7.6%	\$15,000	\$2,032	13.5%
10.3 -- Benefits	\$64,612	\$13,561	21.0%	\$75,000	\$18,670	24.9%
10.4 -- Payroll Taxes, Etc.	\$23,003	\$5,209	22.6%	\$28,300	\$5,470	19.3%
10.5 -- Training	\$0	\$0	0.0%	\$0	\$0	0.0%
<b>11.0 - Town Administration</b>	<b>\$98,230</b>	<b>\$33,951</b>	<b>34.6%</b>	<b>\$120,700</b>	<b>\$51,634</b>	<b>42.8%</b>
11.2 -- Gen. Admin. Expenses	\$34,572	\$10,866	31.4%	\$45,000	\$8,359	18.6%
11.2.1 -- General Expenses	\$22,079	\$7,804	35.3%	\$32,000	\$5,973	18.7%
11.2.2 -- Contract Office Assistant	\$12,493	\$3,062	0.0%	\$13,000	\$2,386	18.4%
11.2.3 -- Contract Field Assistance	\$0	\$0	0.0%	\$0	\$0	0.0%
11.2.4 -- Web Master	\$0	\$0	0.0%	\$0	\$0	0.0%
11.3 -- Elected and Appointed Officials	\$7,553	\$0	0.0%	\$6,000	\$60	1.0%
11.4 -- Professional Fees	\$41,714	\$9,162	22.0%	\$53,000	\$28,886	54.5%
11.5 -- Insurance	\$6,861	\$6,861	100.0%	\$7,000	\$6,586	94.1%
11.6 -- External Organization	\$3,117	\$2,994	96.0%	\$4,000	\$3,152	78.8%
11.7 -- Town Admin. - Other	\$4,413	\$4,069	92.2%	\$5,700	\$4,591	80.5%
11.7.1 -- Neighbors Helping Neighbors	\$262	\$0	0.0%	\$600	\$0	0.0%
11.7.2 -- Web Hosting	\$3,885	\$3,885	0.0%	\$4,100	\$4,484	109.4%
11.7.3 -- Other	\$266	\$184	69.1%	\$1,000	\$107	10.7%
<b>12.0 - Town Committees</b>	<b>\$18,212</b>	<b>\$490</b>	<b>2.7%</b>	<b>\$18,900</b>	<b>\$3,902</b>	<b>20.6%</b>
12.1 -- Arboretum	\$3,304	\$0	0.0%	\$3,000	\$0	0.0%
12.2 -- Archives	\$14,908	\$490	3.3%	\$15,900	\$3,902	24.5%
<b>13.0 - Infrastructure and Equipment</b>	<b>\$139,059</b>	<b>\$31,193</b>	<b>22.4%</b>	<b>\$137,000</b>	<b>\$28,683</b>	<b>20.9%</b>
13.1 -- Penn Place	\$65,366	\$18,171	27.8%	\$75,000	\$15,110	20.1%
13.2 -- Town Hall	\$14,895	\$3,441	23.1%	\$10,000	\$3,986	39.9%
13.3 -- Maintenance Facility	\$20	\$16	79.7%	\$1,000	\$147	14.7%
13.4 -- Community Center	\$2,939	\$2,265	77.1%	\$1,000	\$150	15.0%
13.5 -- Trees, Parks & Grounds	\$42,554	\$3,591	8.4%	\$40,000	\$6,135	15.3%
13.6 -- Equipment M&R	\$13,285	\$3,710	27.9%	\$10,000	\$3,154	31.5%
13.7 -- Stormwater Drainage	\$0	\$0	0.0%	\$0	\$0	0.0%
<b>14.0 - Town Services</b>	<b>\$180,844</b>	<b>\$35,540</b>	<b>19.7%</b>	<b>\$184,000</b>	<b>\$34,891</b>	<b>19.0%</b>
14.1 -- Street Cleaning and Maintenance	\$59,536	\$6,656	11.2%	\$65,000	\$4,177	6.4%
14.2 -- Trash Collection	\$121,308	\$28,884	23.8%	\$119,000	\$30,714	25.8%
<b>15.0 -- Debt Service, Taxes, Interest</b>	<b>\$62,358</b>	<b>\$0</b>	<b>0.0%</b>	<b>\$62,100</b>	<b>\$0</b>	<b>0.0%</b>
<b>16.0 - Expenditure of Restricted Funds</b>	<b>\$3,643</b>	<b>\$0</b>	<b>0.0%</b>	<b>\$92</b>	<b>\$92</b>	<b>99.9%</b>
16.1 -- Archives	\$0	\$0	0.0%	\$0	\$0	0.0%
16.2 -- Benches	\$873	\$0	0.0%	\$92	\$92	0.0%
16.3 -- Trees	\$0	\$0	0.0%	\$0	\$0	0.0%
16.4 -- Sanitation Crew Gifts	\$2,770	\$0	0.0%	\$0	\$0	0.0%
<b>16.0 -- Contingency</b>	<b>\$0</b>	<b>\$0</b>	<b>0.0%</b>	<b>\$40,000</b>	<b>\$0</b>	<b>0.0%</b>
<b>Total Operating Expenses:</b>	<b>\$890,693</b>	<b>\$188,037</b>	<b>21.1%</b>	<b>\$1,041,092</b>	<b>\$214,839</b>	<b>20.6%</b>
<b>20.0 -- Transfers</b>	<b>\$528,557</b>	<b>\$528,557</b>		<b>\$254,000</b>	<b>\$254,000</b>	
20.1 -- To Capital Fund	\$524,492	\$524,492	100%	\$254,000	\$254,000	100%
20.2 -- To Operating Reserve	\$0	\$0	0%	\$0	\$0	0%
20.3 -- To Other Reserves	\$4,065	\$4,065	100%	\$0	\$0	0%
<b>Total Expenses:</b>	<b>\$1,419,250</b>	<b>\$716,594</b>		<b>\$1,295,092</b>	<b>\$468,839</b>	
<b>Net Income minus Expenses:</b>	<b>\$192,492</b>	<b>-\$336,476</b>		<b>\$0</b>	<b>-\$23,421</b>	

**TOWN OF GARRETT PARK**  
**Report**

**September 2018 Monthly Financial**

**Capital Program**

Account	Prior Years Appropriations Remaining	2019 Capital Program	Total Capital Funds	YTD Capital Expenditures	Unexpended Capital Funds	Unexpended Capital Funds Obligated	Unobligated Capital Funds
		Current		September	September	September	September
<b>25.0 - Equipment</b>	<b>\$83,648</b>	<b>\$0</b>	<b>\$83,648</b>	<b>\$0</b>	<b>\$83,648</b>	<b>\$0</b>	<b>\$83,648</b>
<b>26.0 - Streets and Roads</b>	<b>\$693,314</b>	<b>\$50,000</b>	<b>\$743,314</b>	<b>\$0</b>	<b>\$743,314</b>	<b>\$0</b>	<b>\$743,314</b>
26.1 - Streets & Curbs	\$132,195	\$25,000	\$157,195	\$0	\$157,195	\$0	\$157,195
26.2 - Sidewalks	\$167,531	\$25,000	\$192,531	\$0	\$192,531	\$0	\$192,531
26.3 - SRTS Grant	\$393,588	\$0	\$393,588	\$0	\$393,588	\$0	\$393,588
<b>27.0 - Facilities</b>	<b>\$142,472</b>	<b>\$54,000</b>	<b>\$196,472</b>	<b>\$0</b>	<b>\$196,472</b>	<b>\$0</b>	<b>\$196,472</b>
27.1 - Penn Place	\$34,765	\$29,000	\$63,765	\$0	\$63,765	\$0	\$63,765
27.2 - Town Hall	\$91,450	\$25,000	\$116,450	\$0	\$116,450	\$0	\$116,450
27.3 - Other	\$16,257	\$0	\$16,257	\$0	\$16,257	\$0	\$16,257
<b>28.0 - Services</b>	<b>\$170,824</b>	<b>\$85,000</b>	<b>\$255,824</b>	<b>\$0</b>	<b>\$255,824</b>	<b>\$0</b>	<b>\$255,824</b>
28.1 - Utilities	\$39,000	\$0	\$39,000	\$0	\$39,000	\$0	\$39,000
28.2 - Storm Drains	\$131,824	\$85,000	\$216,824	\$0	\$216,824	\$0	\$216,824
<b>29.0 - Committees</b>	<b>\$138,144</b>	<b>\$20,000</b>	<b>\$158,144</b>	<b>\$6,000</b>	<b>\$152,144</b>	<b>\$0</b>	<b>\$152,144</b>
29.1 - Parks and Open Spaces	\$35,800	\$10,000	\$45,800	\$0	\$45,800	\$0	\$45,800
29.2 - Arboretum	\$102,344	\$10,000	\$112,344	\$6,000	\$106,344	\$0	\$106,344
<b>30.0 - Technology</b>	<b>\$17,908</b>	<b>\$15,000</b>	<b>\$32,908</b>	<b>\$0</b>	<b>\$32,908</b>	<b>\$0</b>	<b>\$32,908</b>
30.1 - Website	\$2,967	\$10,000	\$12,967	\$0	\$12,967	\$0	\$12,967
30.2 - Computer Equipment	\$10,941	\$5,000	\$15,941	\$0	\$15,941	\$0	\$15,941
30.3 - Telephone Equipment	\$4,000	\$0	\$4,000	\$0	\$4,000	\$0	\$4,000
<b>31.0 - Other</b>	<b>\$40,000</b>	<b>\$0</b>	<b>\$40,000</b>	<b>\$0</b>	<b>\$40,000</b>	<b>\$0</b>	<b>\$40,000</b>
<b>32.0 - Capital Planning</b>	<b>\$159,099</b>	<b>\$30,000</b>	<b>\$204,099</b>	<b>\$0</b>	<b>\$204,099</b>	<b>\$0</b>	<b>\$204,099</b>
32.1 - Town Hall	\$30,000	\$10,000	\$40,000	\$0	\$40,000	\$0	\$40,000
32.2 - Storm Water Management	\$75,000	\$10,000	\$85,000	\$0	\$85,000	\$0	\$85,000
32.3 - Sidewalk Planning	\$10,000	\$0	\$10,000	\$0	\$10,000	\$0	\$10,000
32.4 - Development of Tree Plan	\$35,000	\$0	\$50,000	\$0	\$50,000	\$0	\$50,000
32.5 - Explore Maint. Facility Options	\$5,000	\$0	\$5,000	\$0	\$5,000	\$0	\$5,000
32.6 - Other	\$4,099	\$10,000	\$14,099	\$0	\$14,099	\$0	\$14,099
<b>33.0 - Contingency</b>	<b>\$40,000</b>	<b>\$0</b>	<b>\$25,000</b>	<b>\$0</b>	<b>\$25,000</b>	<b>\$0</b>	<b>\$25,000</b>
<b>Total:</b>	<b>\$1,485,409</b>	<b>\$254,000</b>	<b>\$1,739,409</b>	<b>\$6,000</b>	<b>\$1,733,409</b>	<b>\$0</b>	<b>\$1,733,409</b>

**Reserve Fund Summary**

**As of September 2018**

Operating Reserve, FY 2018	<b>\$175,000</b>
Employee Leave Reserve, FY 2018	<b>\$21,885</b>
Yeandle Park Reserve, FY 2018	<b>\$50,000</b>
Penn Place Tenants Security Deposits	<b>\$4,948</b>
Archives Balance	<b>\$529</b>
Bench Balance	<b>\$330</b>
Tree Balance	<b>\$860</b>
Sanitation Crew Balance	<b>\$0</b>
Wynne Case Reimbursement	<b>\$33,879</b>
	<b>\$287,431</b>